

City of Decorah
Planning and Zoning Commission
May 13, 2013 – 7:00pm

Meeting Minutes

Members present included: Barbara Massman, Donna Rae Ibanez, Ross Hadley, Benji Nichols, Stan Moellers, and Lynne Sootheran. Absent: Brian Cook. Others present included City Manager Chad Bird, City Engineer Lindsay Erdman, and City Attorney Rick Zahasky.

Approval of the April 8, 2013 meeting minutes

Motion by Ibanez and seconded by Massman to approve the minutes from the April 8, 2103 meeting. Unanimous, motion passed.

Discussion and possible action on a site plan – Serenity Drive

Bird presented the site plan application and checklist review. He reviewed the check list with the Commission and noted that it appeared all the requirements have been met by the developer. He did note that there were a few areas that needed additional information and clarification. Representatives of the development company, Brian Solsrud and Darrell Souhrada, were present and answered questions.

Erdman discussed some of the concerns regarding storm water and this generated general discussion about detention pond maintenance. Bird and Zahasky noted that the property owner would be responsible for ongoing maintenance of the detention areas.

Massman commented and asked for clarification of this point.

Solsrud commented that his company has experience in management and maintenance of these areas.

Erdman and Bird noted the ponds will be about three feet deep with gradual sloping sides that they would not be deep or sharp inclined ponds.

Sootheran asked about handicap parking and if the site plan met Americans with Disabilities Act standards. This is one point the commission asked for clarification on.

Ibanez asked about fire escapes and fire rescue provisions in the site plan. Bird noted that these issues are generally addressed during construction and are covered by the state fire marshal's office under the building codes since Decorah does not have localized building codes.

Sootheran asked about ingress and egress for parking and traffic flow, will the streets handle the proposed traffic volume?

The commission discussed tabling the action on the site plan pending completion of and verification of several points including:

- Assessment of ADA Parking requirements
- Ongoing maintenance of the storm water detention and ponding areas
- A public improvement maintenance bond for any public improvements (hydrants)
- A submitted shop drawing on the parking lot lights proposed
- Confirmation of the 10% greenspace criteria

Motion by Ibanez and second by Massman to table the proposal until such time as the above information is submitted.
Roll call: Ayes – unanimous. Motion carried.

Discussion and possible action on request for conveyance of public right-of-way – Grove Street

Bird presented a request to vacate a portion of the Grove Street right-of-way to an adjoining property owner. He asked the commission to consider a recommendation to the council that the ROW be vacated and conveyed. There was some general discussion about protecting the utility easements in the corridor. Bird indicated he is working with Erdman Engineering and Mr. Zahasky on a plat of record that would preserve easements and define the actual area of conveyance.

Motion by Ibanez and second by Sootheran to recommend vacating the ROW on Grove Street to the City Council.
Roll call: Ayes – unanimous. Motion carried.

Other Business

There was no other business.

There being no other business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,



Chad A. Bird
City Manager
Zoning Administrator